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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 2 April 2019 | |
| Ref: | TSB Circular 161  TSB Events/SC | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| Contact: | **Simao Campos** | |
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| E-mail: | tsbevents@itu.int | | **Copy to:**  - The Chairmen and Vice-Chairmen of ITU-T Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| Subject: | **5th ITU/WHO Workshop and Focus Group on AI for Health meeting (Geneva, Switzerland, 29 May – 1 June, 2019)** | | | |

Dear Sir/Madam,

1 I would like to inform you that ITU, in collaboration with WHO, will organize the Health breakthrough track (workshop) at the third [AI for Good Global Summit](https://aiforgood.itu.int/). It will be held on 29 May 2019 at the International Conference Centre Geneva (CICG) in Geneva, Switzerland, followed by the 5th meeting of the ITU-T [Focus Group on Artificial Intelligence for Health](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Pages/default.aspx) (FG-AI4H) at ITU headquarters in Geneva, Switzerland from 30 May to 1 June 2019. The idea for the Focus Group was one of the outcomes of the health breakthrough track at the second AI for Good Global Summit, among other projects. Likewise, this year’s health breakthrough track will seek to ideate more projects.

2 The workshop and meeting will be held in English only.

3 Participation in the workshop and meeting is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. Participation in the workshop and focus group is free of charge but no fellowships will be granted.

4 Information relating to the workshop, including the draft programme, will be available on the event website: <https://aiforgood.itu.int/programme/>. Participants are requested to check periodically for updates.

5 Wireless LAN facilities are available for use by delegates. Please note that these are paperless events.

6 Practical information including accommodation, transport and visas will be available on the focus group and workshop webpages.

7 To enable the ITU Secretariat to make the necessary arrangements concerning the organization of the workshop and focus group, I would be grateful if you would register via the online form at http://itu.int/go/fgai4h/rege as soon as possible, and **no later than 22 May 2019.** If you will be attending the workshop that will be collocated with the AI for Good Global Summit, please alsoregister at <https://aiforgood.itu.int/registration/>. **Please note that pre-registration of participants is carried out exclusively *online*.**

8 When preparing input documents for the FG-AI4H meeting, participants are invited to take into consideration the agreed FG-AI4H structure and the most recent version of the call for proposals document, as found on the FG-AI4H website at <https://itu.int/go/fgai4h>.

Input documents are to be e-mailed to the secretariat at tsbfgai4h@itu.int using the [document template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FG-AI4H-Doc-template.docx) found on the FG-AI4H website. Please submit documents in editable format, e.g. WinWord, instead of PDF. In order to permit participants to prepare for the meeting, the deadline for document submission is **22 May 2019** at 2359 hours CET.

For best results, contribution submitters are urged to join the meeting to present their proposals, reply to questions and participate in the debates.

9 If required, visas must be requested before the date of arrival in Switzerland from the embassy or consulate representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

If problems are encountered by ITU Members, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Requests should be made by checking the corresponding box on the registration form **no later than six weeks before the meeting**. Enquiries should be sent to the ITU Travel Section ([travel@itu.int](mailto:travel@itu.int)), bearing the words “**visa support**”.

Please note that requests for visa support letters can be considered only after you have registered on the event website (see §7).

10 If you would like to attend the AI for Good Global Summit as well, please register here (registration is free but mandatory): <https://aiforgood.itu.int/registration/>.

**Key deadlines:**

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| 17 April 2019 | - Submit requests for visa support letters (see §9 above) |
| 22 May 2019 | - Pre-registration ([http://itu.int/go/fgai4h/rege](http://www.itu.int/go/fgai4h/rege) and <https://aiforgood.itu.int/registration/>) |
| 22 May 2019 | - Submit written contributions in editable format (by e-mail to [tsbfgai4h@itu.int](mailto:tsbfgai4h@itu.int)) using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FG-AI4H-Doc-template.docx) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  *(signed)*  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | Latest meeting information |